

Town of Carlisle Affordable Housing Trust Minutes

October 24, 2013

Present: Greg D. Peterson, Chair; Timothy F. Hult; Carolyn Ing; Douglas A.G. Stevenson; Peter Scavongelli; John D. Williams; and Elizabeth DeMille Barnett, Housing Coordinator. **Absent:** John Gorecki

Guests: M. Lawrence Barton, Treasurer; Alan Lehotsky, Chair, Carlisle Housing Authority; and Karina Coombs, Reporter, *Carlisle Mosquito*.

1. Meeting called to Order at 7:00 p.m.

2. Old Business

- A. **Mixed-income Rental Housing Market Study and Mixed-income Financial Feasibility Study Update.** Greg Peterson reported that, following the authorization at the last Carlisle Affordable Housing Trust (CAHT) meeting, the Mixed-Income Rental Housing Market Study Request for Quotations had been sent to nine firms and that the Mixed-Income Rental Development Financial Feasibility Study Request for Quotations (RFQ) had been sent to four firms. One firm responded, it responded to both RFQ's: RKG, Inc. He noted that RKG, Inc., is an experienced firm.

Discussion followed on funding the RKG proposals and the CAHT budget for procurement of professional services. M. Lawrence Barton, Treasurer, distributed recent copies of the CAHT budget. Carolyn Ing asked what funds would be left in the two undesignated Community Preservation Act (CPA) funds, Community Housing and Earnings from Investments, following the proposed procurements. Mr. Peterson said that that \$68.00 would be left in the Community Housing fund and that the Earnings on Investments account would be used in its entirety, and that this had been the plan all along. Timothy Hult and Douglas Stevenson said that the Community Housing fund would be replenished at annual Town Meeting. Mr. Barton confirmed that in excess of \$243,000 in CPA Community Housing funds were available for appropriation by Town Meeting.

Mixed-Income Rental Housing Financial Feasibility Study. Mr. Peterson entertained a motion that he be authorized, on behalf of the Trust, to enter into a contract with RKG, Inc., for a Mixed-Income Rental Housing Financial Feasibility Study in total amount of \$7,100.00, with \$3,550 to come from account 17000-48200, the CAHT Earnings on Investment account, and \$3,550 from the CAHT 2013 Annual Town Meeting, Article 22, Motion 7 account, 17000-57704. This vote and authorization would supersede the funding vote for a Mixed-Income Rental Development Financial Feasibility Study taken at the September 26, 2013 meeting of the Trust. Douglas Stevenson made the motion and John Williams seconded the motion. The motion passed with five aye, one abstention and one member absent.

Mixed-Income Rental Housing Market Study Update. Mr. Peterson entertained a second motion to authorize him on behalf of the Trust to enter into a contract with RKG, Inc., for \$17,500 fixed-price, for the Mixed-Income Rental Housing Study with \$12,166.81 from CAHT account number 17000-57702 (CPA Community Housing) and the balance, \$5,333.19, to come from account number 17000-48200 Earnings on Investments and that this superseded the funding vote for such study taken at the September 26, 2013 meeting of the Trust. Mr. Williams made the motion and Mr. Stevenson seconded the motion. The motion passed with five aye, one abstention and one absence.

- B. **Banta-Davis Discussions.** Discussion followed on the next steps for the Carlisle Public Schools Committee (CSC) authorization for the CAHT to procure the proposed Banta-Davis Wastewater Treatment Facility Tie-in/Water Balance and Traffic studies in preparation for further CSC and Board of Selectmen discussions and ultimately for annual Town Meeting. Mr. Hult made a motion that the CAHT approach the CSC to seek their authorization for such studies for the Banta-Davis site. Mr. Peterson seconded the motion. All aye, the motion passed.
- C. **Update on 338 Bedford Road Master Planning (MP).** Discussion followed on the first Master Planning charrette lead by Abacus [architects + planners], which had taken place October 9. Consensus was that board representation in the MP charrette had been good and that the charrette participants had been enthusiastic about the planning process. The Council on Aging participants had requested that any potential Community Center be conceptually carried in planning as having 5,000 square feet, or more, rather than the originally proposed 2,500 square feet. The second charrette is scheduled for November 6.
- D. **Update on Long Ridge Road 40B LIP Request by Developer.** The Board of Selectmen will be taking community input at their November 10 meeting and making a decision as to whether or not to accept the offer to participate in a Local Initiative Program (LIP) with the Long Ridge Road developer.
- E. **CHA Proposal to Draft Ground-lease Request for Proposal (RFP) for Group Home Serving the Developmentally Disabled , Oversee Procurement and Development.** On behalf of the CHA, Alan Lehotsky proposed that the CHA draft the ground lease RFP for two DDS Group Homes; oversee the procurement process; and possibly oversee development. He noted that the CHA had considerable experience with drafting a ground lease RFP and with procurement, with its NOAH Benfield Farms senior housing ground-lease project.

Discussion focused on the procurement and financing processes. It was agreed that, with DDS assistance, it would be important to begin developing a list of potential DDS ground lease developers. Peter Scavongelli responded that it was always greatly appreciated when another board offered to step up to take on a difficult task. The consensus of the CAHT was that the CHA would develop a draft RFP, the CAHT would review this, and that the CHA would oversee the procurement process, in effect as agent for the CAHT, with ongoing CAHT oversight and approval. It was agreed that long-term ownership of the 338 Bedford Road group homes land (CAHT or CHA) would be determined at a later date.

3. New Business

- A. **NOAH Benfield Farms (BF) Update.** Elizabeth DeMille Barnett, Housing Coordinator, reported that NOAH BF resident rental interviews had been scheduled. She reported that NOAH BF construction was well underway, and that the landscaping was in the process of being installed. Mr. Peterson inquired if it would be possible to arrange a CAHT construction site visit. Ms. Barnett said that she would inquire with John Luther, Building Commissioner about November 23. She offered that confirmation would be sent shortly.

4. Next Meeting Scheduled for December 12, 2013, at 7:00 p.m.

- 5. **Meeting Adjourned.** Mr. Stevenson made a motion to adjourn the meeting. Mr. Williams seconded it. The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Elizabeth DeMille Barnett, Housing Coordinator and Greg Peterson, Chair